

Memorandum

Instructions:

Select *Bankruptcy OR Adversary*

Select *Miscellaneous Activities on Bankruptcy Menu; Notices & Misc Activities on Adversary Menu*

Enter case number

Verify case number is correct

Select Document Event: [Memorandum](#)

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select Appropriate Event to which this event relates

Review Docket Text for accuracy

- Add prefix if appropriate (agreed, fifth, final, first, fourth, interim, intervener's, joint, second, sixth, supplemental, third, third party)

Warning!! Verify entry is correct before submitting.